

MARION COUNTY

COMMISSION OF PUBLIC RECORDS

Minutes, October 2, 2003

Members Present:

Marty Womacks (Auditor)
Timothy Fickle (Clerk, proxy)
Wanda Martin (Recorder)
Joni Romeril (Assessor)
Charlene Parks (Indianapolis Public Schools)
Earl Morgan (Controller, proxy)

Others Present:

Mark Mertz (Commission Counsel)
Sharron Drummer (Washington Small Claims Court)
Stephanie Bible (Center Small Claims Court)
Sandy Scott (Center Township Trustee)
Brian Clouse (Department of Public Safety)
John Conley (Indianapolis Police Department)

The meeting was called to order by Chairman Womacks.

Approval of Minutes: Mrs. Romeril moved to accept the minutes of the June 30, 2003. The motion was seconded by Mrs. Martin and unanimously approved.

Center Township Small Claims Court: A request was made to destroy the following records: disposed case files (1986 - 1992), Receipt books (1986 – 1992), and canceled checks (1986 -1992). Stephanie Bible was present to briefly discuss the items listed. She stated that after two years of dismissal or discharge a case file can be destroyed. She went on to state that if there has been no activity in a file for ten years then it can also be destroyed. Mrs. Romeril moved to accept the motion. Mrs. Martin seconded the motion and the motion passed unanimously.

Indianapolis Police Department: A request was made to destroy the following records: sworn and civilian job applicants (no hires) (1965 – August 2000). Lt. John Conley, supervisor of human resources, was present to give additional background for the request. The original request was amended from records starting in 1976 to records starting in 1965. Lt. Conley went on the request additional partial applications be destroyed as well. Counsel Mertz stated that they would still need to be held for the three year requirement. Mrs. Romeril moved to accept the amended request. Mrs. Parks seconded the motion and the request passed unanimously.

Center Township Trustee's Office: A request was made to microfilm and then destroy the following original records: disposed case files (1988 – 1999). Sandy Scott was present to answer any questions. She stated that these files, regarding poor relief, have not been accessed in the past three years. She also stated that they have software available to research to see if someone has received aid in the past. Mrs. Romeril moved to accept the request. Mr. Fickle seconded the motion and it passed unanimously.

Marion County Clerk's Office

Records: Three requests were made regarding various records kept by the Marion County Clerk's Office. A request was made to transfer the following records to State Archives: Guardian Reports (1914 – 1931). A request was made to destroy previously microfilmed originals: marriage records (1984 – July 1990), index to marriage records (1822 – 1869, 1870 – 1882), and marriage returns (1952 – 1953). A request to destroy premarital exam certificates (1989 – August 2000), trust ledgers (1964 - 1973, 1975 – 1980, 1979, 1980 – 1984, 1987, 1989), surety bond ledgers (1976 – 1979, 1979, 1983 – 1984), cash bond ledgers (1972 – 1973, 1980 – 1981, 1984 – 1985, 1987, 1989). Mr. Fickle briefly went over each of the requests. The request to destroy the pre marital exam certificates was amended to reflect the period of 1989 – August of 2000. Mrs. Martin moved to approve the request. The motion was seconded by Mrs. Romeril and passed unanimously.

New Business:

Washington Township Small Claims Court: A request was made to destroy the following records: disposed case files (1986 -1992), Receipt books (1986 – 1992), and canceled checks (1986-1992). Sharron Drummer further discussed the request. After a short discussion Mrs. Romeril moved for acceptance. Mr. Fickle seconded and the motion past unanimously.

Capital Improvement Board of Managers: : A request was made to destroy the following records: unsold tickets and discount coupons (1999). No representative was present, however, board members recalled the same request in the past. Mrs. Romeril moved for acceptance of the request. Mrs. Martin seconded and the motion passed unanimously.

There being no further business, Chairman Womacks adjourned the meeting.

Marty Womacks, Chairman

Doris Anne Sadler, Secretary